



Job Title	Senior Payroll and Pension Technician	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	12792

Class Specification – Senior Payroll and Pension Technician

Summary Statement:

The purpose of this position is to process bi-weekly payroll accurately and efficiently City employees including Police and Fire; and to provide pension and savings plan services to employees and retirees. This is accomplished by auditing timesheets and paycheck information; ensure compliance with City policies and procedures; process wage assignments, garnishments, retro pay, and deferred compensation enrollments; monitor changes to employees status; process final paychecks for terminations and retirees; create and reconcile reports; prepare and file 941 taxes quarterly; prepare wires and warrants for payments; submit payroll data to banking institution, and provide assistance is resolving any errors.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Ensure time has been reported and approved by the payroll deadline; audit timesheets to identify, research, and resolve exceptions; and verify data is accurate and deductions are correct.
35%	Reconcile bi-weekly, quarterly, and yearly reports to include 941 quarterly reports to the IRS; create, reconcile, and format files to unemployment, deferred compensation plans, and benefits payments; reconcile and create invoice for El Paso County services, prepare wires and warrants for accounts payable; maintain employee payroll files; and assist with software testing and upgrades.
15%	Train new employees on payroll procedures and processing; verify and approve co-worker reports; assist with questions on payroll issues; create and modify queries to assist compiling payroll data; and update procedure manuals as necessary.
10%	Assist employees with questions about their paychecks, direct deposits, taxes, or other matters concerning payroll; and ensure employee questions are responded to accurately.

Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.



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Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by college level coursework in accounting, business administration, or a related field.

Experience: Three years of full- time administrative, secretarial and/or clerical work including the preparation of payroll.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised: Work requires functioning as lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.

Supervision Received: Receives General Direction: The employee normally performs the job by following established standard operating procedure and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title has no budgetary/fiscal responsibility.



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Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized accounting and payroll software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: November 2014